

Budget Modifications:

- Adjustments of 10% or More – A one-time modification of 10% or more of the awarded funds from one approved budget category to another approved budget category within line items.
 - Requires prior approval.
- Adjustments of Less than 10% – An accumulation of modifications to the approved budget, of not more than 10% of the total award, in order to reallocate dollar amounts from one approved budget category to another approved budget category within the existing award amount. Movement of dollars between approved budget categories is allowable up to ten percent of the total award amount, provided there are no changes in project scope.
 - Requires written explanation upon invoicing
- Adding a New Budget Category – Awarded funds are moved from an existing approved budget category to a **new** budget category (one that previously had \$0 awarded).
 - Requires prior approval, even if amounts are less than 10% of the awarded funds.
- Adding a New Line Item – Requesting a new line item for a pre-approved category.
 - Requires prior approval, even if amounts are less than 10% of the awarded funds.
- Personnel Changes – Any change (increase or decrease) in hours worked or annual salary adjustments for awarded positions. Eliminating an awarded position or change the job function. Requesting to add new positions to the grant award.
 - These personnel changes require prior approval, even if awarded amounts are less than 10% of the awarded funds.
 - Include justification for change and job description if applicable.